

JOB OPPORTUNITY

STATE OF CALIFORNIA

CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Associate Development Specialist
Regional Outreach Coordinator
Full-time, Limited Term, 12 months
(May be converted to permanent)
Salary Range: \$3,764 - \$4,576

DATE: June 29, 2000

LOCATION: Division of Economic Development, California Rural Development Council

FILING DEADLINE: July 12, 2000 or until filled

JOB DUTIES: Under the supervision of the Senior Development Supervisor, Community Development Services Unit in the Office of Business Development, and the lead of the Program Director of the California Rural Development Council (CRDC), the Associate Development Specialist is responsible for a variety of duties related to the development of regional outreach for the CRDC. The incumbent's responsibilities are as follows:

- Identify existing rural programs and services; create a directory of rural resources.
- Identify key issues and existing regional efforts and contacts.
- Assist in the development of regional committees of the CRDC.
- Develop a sustainable plan for the delivery of regional outreach services on an ongoing basis.
- Coordinate federal and state partner participation in regional committees of the CRDC.
- Serve as the central point of contact for regional committees of the CRDC, provide assistance to local participants on the regional outreach process, and build alliances and partnerships around specific issues.
- Facilitate on-line discussions with and among local groups through e-mail and the Internet. Develop, maintain, and update on-line information on specific web pages.
- Coordinate regional meetings; maintain projects database; distribute project information; manage interagency agreements and/or grants.
- Coordinate efforts with other Trade and Commerce Agency programs, including Mill Reuse, Old Growth Diversification, Small Business Development Centers, among others.

SKILLS AND KNOWLEDGE:

- The roles and responsibilities of federal, state, and local government;
- Methods and concepts of organizational management, including strategic planning and consensus building;
- Ability to analyze issues and develop logical and creative solutions and recommendations;
- Consult with and advise management and staff on a variety of rural issues;
- Work cooperatively and in coordination with other staff, state agencies, and local organizations;
- Excellent public speaking and writing skills; and
- Ability to research and write reports for staff and public dissemination.

This position includes up to 30% travel time.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Helen Birss

Phone: (916) 322-0560

PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency
Division of Economic Development
801 K Street, 17th Floor
Sacramento, CA 95814
Attention: Helen Birss
RPA #00-181